

13 November 2001

Administration

TRADOC Operations Reporting

Summary. This regulation prescribes policy and procedures for reporting significant incidents to Headquarters, United States Army Training and Doctrine Command (HQ TRADOC) using the TRADOC Operations Report (TRADOC OPREP).

Applicability. This regulation applies to HQ TRADOC, and to all TRADOC installations, commands, schools and activities.

Supplementation. Supplementation of this regulation is not authorized.

Suggested Improvements. The proponent of this regulation is the Assistant Chief of Staff for Operations (ACSOPS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATCS-EOC, 33 Ingalls Road, Fort Monroe, VA 23651-1067. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is also available on the TRADOC Homepage at www-tradoc.army.mil.

Contents

	Paragraph	Page		Paragraph	Page
Chapter 1			Chapter 3		
Introduction			Reporting Procedures		
Purpose	1-1	1	Time requirements and means		
References	1-2	1	of reporting	3-1	3
Explanation of abbreviations	1-3	1	Handling of reports	3-2	5
Responsibilities	1-4	1	Required information	3-3	5
Chapter 2			Parallel reports	3-4	5
Reporting Policy			Appendixes		
Policy	2-1	2	A. References	5	
Reportable events and incidents	2-2	2	B. TRADOC OPREP Worksheet	6	
			Glossary	8	

Chapter 1 Introduction

1-1. Purpose. To establish policy and procedures for the reporting of significant incidents involving TRADOC installations, schools or tenant units on TRADOC installations; and/or Department of Defense (DOD)/Department of Army (DA) personnel within a TRADOC Area of Operations.

1-2. References. References are in appendix A.

1-3. Explanation of abbreviations. Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities. TRADOC commands, schools, activities, and staff elements will ensure that the policies and procedures of this regulation are implemented in their organizations.

a. Commanders of TRADOC installations/commands/schools are responsible for reporting the events and/or incidents defined in paragraph 2-2 below as well as any other matter that may be of concern to Commanding General (CG), TRADOC.

b. Commander, Cadet Command will report matters involving cadre or students at Senior Reserve Officers' Training Corps and Junior Reserve Officers' Training Corps schools.

c. The Assistant Chief of Staff for Operations or the ACSOPS representative is responsible for notifying the TRADOC Command Group of significant OPREPs.

d. The TRADOC Emergency Operations Center (EOC) is responsible for collecting, analyzing, and referring all OPREPs. The EOC will refer OPREPs to all appropriate HQ and staff sections. The EOC will request, receive, report, and track follow-up OPREPs.

20020701 121

DISTRIBUTION STATEMENT A 1
Approved for Public Release
Distribution Unlimited

Chapter 2 Reporting Policy

2-1. Policy.

a. Incidents defined in paragraph 2-2 are reportable to HQ, TRADOC. The list is not inclusive. Commanders should report any incident that might concern CG, TRADOC as a serious incident, regardless of whether specifically listed. In determining whether an event/incident is of concern to CG, TRADOC, the following factors should be considered: its severity, the potential for publicity, and the potential consequences of the event/incident. In case of doubt, submit an OPREP.

b. This regulation does not eliminate the requirement for the submission of serious incident reports in accordance with AR 190-40 or the submission of other reports, such as aviation accident reports, that are submitted through separate reporting channels. Parallel reports are often required due to separate reporting channels.

2-2. Reportable events and incidents.

The OPREP is used for any significant incident involving service members, family members, or DOD/DA civilians on a TRADOC installation and/or in its area of responsibility as outlined in AR 5-9. At a minimum, commanders must report the following:

a. Accidents or incidents that result in:

(1) Any death of a service member, family member, or DOD/DA civilian occurring on an installation, and any death of a service member or family member occurring off the installation.

(2) Any serious injury of a service member, family member, or a civilian occurring on an installation, and any serious injury of a service member or family member occurring off the installation.

(3) Any training accident that results in any injury of a service member or civilian. Training accidents causing death require additional reporting; paragraph 3-3b below identifies requirements for reporting training deaths.

b. Property damage or loss of property or equipment exceeding \$10,000.00.

c. Aircraft accidents or incidents.

(1) Manned. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Extends to tenant or transient aircraft from other services or major Army commands (MACOMs) using TRADOC facilities or in geographic area of responsibility.

(2) Unmanned. Any type of Unmanned Aerial Vehicle (UAV) accident or incident that causes damage to the UAV. Extends to tenant or transient aircraft from other services or MACOMs using TRADOC facilities or in geographic area of responsibility.

d. Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$10,000; wrongful manufacture, distribution, transportation, or sale of illegal drugs; murder or attempted murder committed by or against a service member, DOD/DA civilian, or family member of a service member). Report all crimes being investigated by the Criminal Investigative Division.

e. Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000.

f. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability:

(1) Any type and amount of missile, rocket, or mine.

(2) Any type and amount of machine gun or automatic fire weapon.

(3) Any type and amount of fragmentation, concussion, or high explosive grenade, simulator or device containing explosives.

(4) Any type and amount of explosives, to include demolition explosives.

(5) Any type and amount of semi-automatic or manually operated firearm.

(6) Any amount of ammunition of any type greater than 50 caliber (CAL).

(7) Any Ball, Tracer, or Tracer Linked ammunition 50 CAL or smaller in the amount of 100 rounds or greater for 50 CAL, and 200 rounds or greater for small arms ammunition (that is, 5.56, 7.62 or 9mm).

(8) Any type of blank ammunition when amount is equal to or greater than the issue amount in a Wire Bound Wooden Box.

g. Theft, loss, suspected theft, or recovery of sensitive items such as night vision devices, classified material (excluding For Official Use Only) and controlled cryptographic items, as well as discovery of a loss of accountability.

h. Allegations of trainee abuse as defined in TRADOC Reg 350-6. However, if the credibility of the allegation can be quickly assessed (within a few hours) and the command considers it not credible, an

OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

i. Allegations of drill sergeant misconduct not related to trainee abuse.

j. Major outages of communication services in excess of 2 hours or outages that cannot be resolved by alternate routing or that require support from an outside command.

k. Incidents of hacking of government web sites and computer virus attacks that impact installation computer operations.

l. Bomb threats involving TRADOC installations, TRADOC schools, or TRADOC activities on other installations.

m. Environmental accidents or incidents on an installation that result in:

(1) Any release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways and releases of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.

(2) Serious or catastrophic failure of the operating system at a facility permitted by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.), particularly if provisions in the permit and/or governing regulations require a timely report to be issued to the regulatory agency with oversight authority, and it is reasonable to expect an enforcement action will follow.

n. Nuclear or chemical accidents or incidents.

o. Suicide or attempted suicide by a service member, family member or DOD/DA civilian occurring on an installation, and suicide or attempted suicide by a service member occurring off an installation. Also suicide by a dependent family member occurring off an installation.

p. Threats against the President, Vice President, other high government officials, or foreign dignitaries.

q. Riots, disturbances, or demonstrations on a TRADOC installation or off the installation when Army personnel are involved.

r. Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident

groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property.

s. Change in threat condition.

t. Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

u. Actual or alleged child abuse that takes place within an Army organizational setting or facility (such as the youth activities center, child development center, medical treatment facility, etc.) or Army sponsored or sanctioned activities (such as youth sports, field trips, or quarters-based family day care, etc.). This does not include incidents of child abuse within the family unit.

v. Significant violations of Army standards.

w. Any incident, event, or accident that may generate adverse publicity.

Chapter 3 Reporting Procedures

3-1. Time requirements and means of reporting.

a. Incidents will be reported to the TRADOC EOC immediately upon discovery or notification at the installation level. The reporting command will notify the TRADOC EOC by the fastest means possible. Call DSN 680-2256, 757-788-2256 or E-mail: eocwatch@monroe.army.mil. The EOC is open 24 hours a day. Timeliness takes precedence over completeness for the initial report. In no case will the time between notification at the installation level and notification of the TRADOC EOC exceed 1 hour.

b. Reporting installations will then prepare and forward an initial OPREP message, using format at appendix B, by electronic mail or facsimile (757-788-2997 or DSN 680-2997). Include all available information. Forward initial OPREP message within 2 hours of initial notification of the incident to the TRADOC EOC.

c. Follow-up information will be reported to the TRADOC EOC within 2 hours of the request for information.

d. Notifications made to the TRADOC CG/Deputy Commanding General/Chief of Staff or to other staff agencies or individuals do not relieve the unit of OPREP reporting requirement to the TRADOC EOC. Figure 3-1 shows a flow chart of the reporting process.

OPREP Reporting Flow Chart

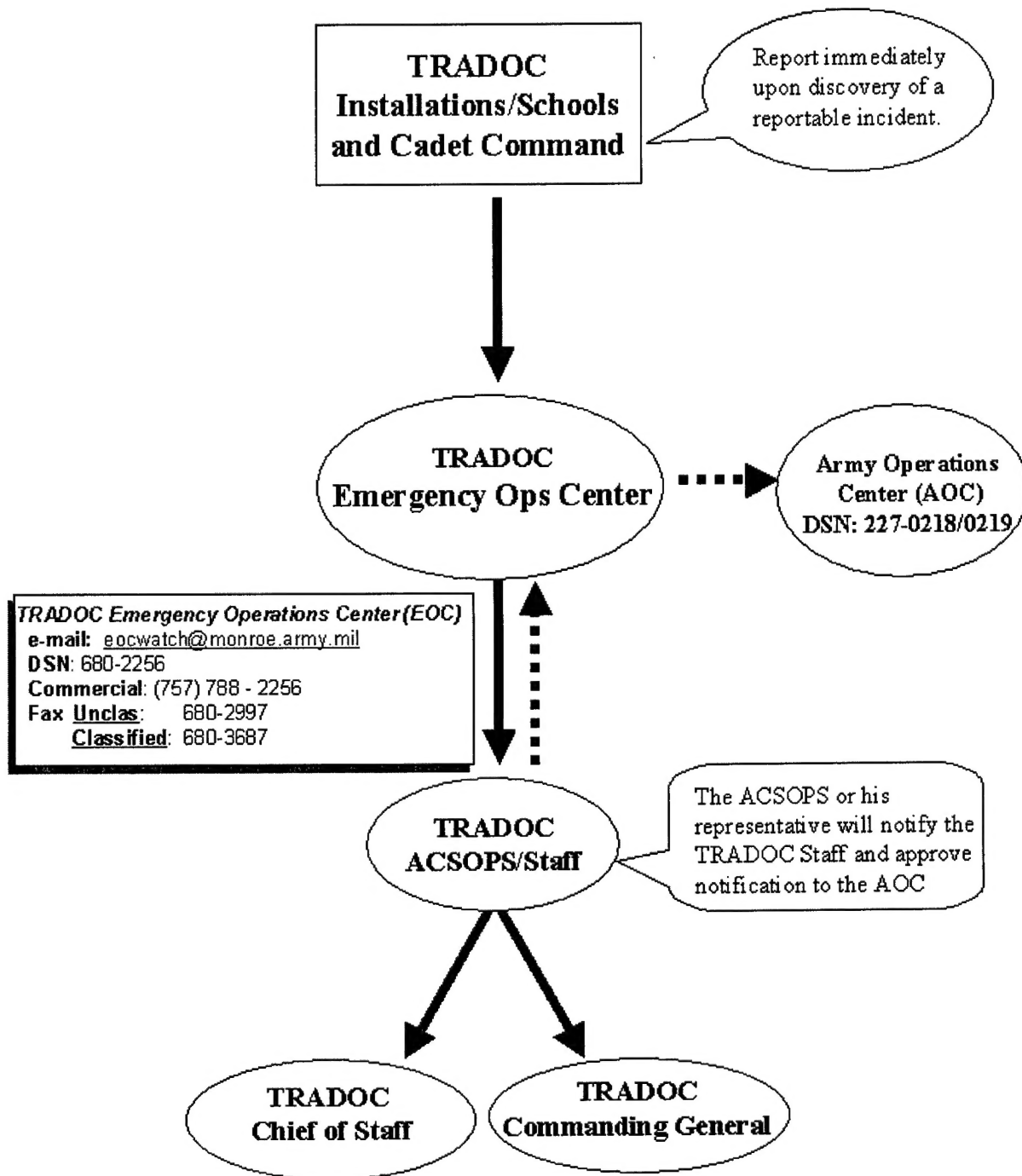


Figure 3-1. OPREP reporting flow chart

3-2. Handling of reports.

a. An OPREP is normally unclassified. Reports concerning sensitive information will be classified according to existing classification guidance and forwarded on the Secret Internet Protocol Routing Network (SIPRNET) or the Global Command and Control System (GCCS) to the TRADOC EOC Classified E-mail: eocwatch@monroe.army.mil.

b. The Privacy Act of 1974 (section 552a, title 5, United States Code) applies to OPREP reports. Dissemination and use of OPREPs will be restricted to persons who need the reports to perform their official duties.

3-3. Required information.

a. Appendix B provides the format for OPREP reports. Reports will include all available, relevant facts. Verbal and message OPREPs of incidents will identify individuals by rank, name, unit of assignment, and MACOM. If the reporting command believes that the protection of the individual's identity is necessary, do not submit names.

b. When reporting training deaths, include the following information, in addition to the normal OPREP format:

- (1) Any previous medical history.
- (2) Were Combat Lifesavers present?
- (3) Was cardiovascular pulmonary resuscitation (CPR) performed at the scene?
- (4) Anyone notice anything different concerning service member's performance or health within the past 24 hours?
- (5) Times leading up to the service member's death:
 - (a) Time CPR performed.
 - (b) Time 911 was called.
 - (c) Time emergency medical services (EMS) personnel arrived on scene.
 - (d) Time EMS departed scene en route to the hospital.
 - (e) Time EMS arrived at the hospital.
 - (f) Time service member pronounced dead and by whom.

(6) Is the individual active duty, National Guard, United States Army Reserve, other Service, or a civilian?

(7) Has the service member's next of kin been notified?

(8) What are the ages and sex of dependents?

(9) What type of training was service member in (Basic Combat Training (BCT), Advanced Individual Training (AIT), One Station Unit Training (OSUT), Officer Candidate School (OCS), or other)?

(10) What phase of training was service member in? (Example: service member was in his/her sixth week of AIT).

(11) What weather conditions existed at the time of incident, if incident occurred outside?

(12) Any factors that might have contributed to the incident.

3-4. Parallel reports. All HQ TRADOC command and staff agencies receiving parallel or courtesy reports will verify if EOC is aware of the incident. Command and staff agencies will notify the TRADOC EOC of any reports to permit tracking of information on the incident.

Appendix A References

- AR 5-9
Area Support Responsibilities
- AR 190-40
Serious Incident Report
- AR 200-1
Environmental Protection and Enhancement
- AR 380-13
Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations
- AR 385-40
Accident Reporting and Records
- AR 420-90
Fire and Emergency Services
- DoDI 6055.6
DoD Fire and Emergency Services Program
- TRADOC Reg 350-6
Enlisted Initial Entry Training (IET) Policies and Administration

TRADOC OPERATIONS REPORT
(Use blank sheet for additional information)

Reporting Individual: _____ DTG Received: _____
Type of Incident: _____ Racial: _____
Category of Incident: _____
Location of Incident: _____ Date/Time of incident: _____

PERSONAL DATA (SUBJECT)

Name: _____ Sex: ____ Grade: ____ Age: ____
Race: ____ Security Clearance: ____ Position: _____
Duty Status: _____ Unit: _____
Installation: _____ MACOM: _____

PERSONAL DATA (VICTIM)

Name: _____ Sex: ____ Grade: ____ Age: ____
Race: ____ Security Clearance: ____ Position: _____
Duty Status: _____ Unit: _____
Installation: _____ MACOM: _____

PUBLICITY**SUMMARY OF INCIDENT****NAME/POSITION OF CHAIN OF COMMAND NOTIFIED**

TRADOC OPERATIONS REPORT
(Continuation Sheet for Training Death Information)

Provide the following additional information for training deaths:

1. Any previous medical history? Yes/No/Unknown (give details) _____

2. Were Combat Lifesavers present? Yes/No/Unknown _____
3. Was CPR performed at the scene? Yes/No/Unknown (by whom) _____

4. Anyone notice anything different concerning service member's performance or health within the last 24 hours? Yes/No/Unknown _____
5. Times leading up to the service member's death:
 - Time CPR performed: _____
 - Time 911 was called: _____
 - Time EMS personnel arrived on scene: _____
 - Time EMS departed scene en route to the hospital: _____
 - Time EMS arrived at the hospital: _____
 - Time service member pronounced dead and by whom: _____

6. Is the individual active duty, NG, USAR, other Service, or a civilian? _____
7. Has the service member's next of kin been notified?

8. What are the ages and sex of dependents? _____

9. What type of training was the service member in (BCT, AIT, OSUT, OCS, or other)?

10. What phase of training was service member in? (Example: Service member was in sixth week of AIT)

11. What weather conditions existed at the time of the incident, if incident occurred outside?

12. Any factors that might have contributed to the incident?

Glossary

AIT	Advanced Individual Training
ASCOPS	Assistant Chief of Staff for Operations
AR	Army Regulation
BCT	Basic Combat Training
CPR	cardiovascular pulmonary resuscitation
CG	Commanding General
DA	Department of the Army
DOD	Department of Defense
EMS	emergency medical services
EOC	Emergency Operation Center
CG	Commanding General
HQ	Headquarters
MACOM	major Army command
OCS	Officer Candidate School
OPREP	Operations Report
OSUT	One Station Unit Training
TRADOC	United States Army Training and Doctrine Command
UAV	Unmanned Aerial Vehicle

FOR THE COMMANDER:

OFFICIAL: LARRY R. JORDAN
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

//Signed//
GREGORY J. PREMO
Brigadier General, GS
Deputy Chief of Staff
for Information Management